

DRMS BRIEFING STANDARDS

For Microsoft Powerpoint 2003

All briefings, unless prescribed under DLA standards, should adhere to these standards. If you have any questions or require help, please call Robyne Tucker, x7283, Command Support Office, DRMS-DD. Thank you.

(January 28, 2005)

TITLE CHARTS

Title charts are divided into three sections (top, middle and bottom).

The top third of the screen is for the DLA logo.

The middle section is for the briefing title.

The lower section is for the name of the person or group presenting brief.

The title chart's header section should always be **the title of the briefing.**

The title of the briefing is spelled out in **UPPER CASE**

The font is **Times New Roman**

The style is **Bold, Italicized and Shadowed**

The size is **44**

The color is **Blue**

The alignment is **Center**

The Logo:

Use this logo located on J drive in Template folder (DLA Logo 2003).

The lower section should always include the name, rank/title, and office of the person or group presenting brief.

The font is **Times New Roman**

The style is **Bold**

The size is **32**

The color is **Blue**

The alignment is **Center**

Date .

Date is one space below Name in lower section.

Date is spelled out.

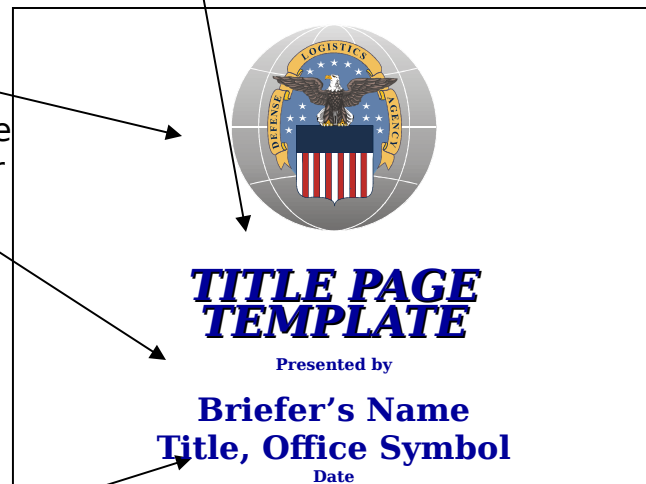
The font is **Times New Roman**

The style is **Bold (Do not italicize or shadow)**

The size is **28**

The color is **Blue**

The alignment is **Center**



The background on all charts is white with no special effects or transitions.

BULLET CHARTS

The title of the chart

goes into the top banner.

The DLA logo is always to the left of the banner and the DRMS logo (optional) to the right

The title is typed in **Uppercase**

The title font is **Times New Roman**

The Style is **Bold, Italicized and Shadowed**

The size is **44 or best for results**

The background color is **White**

You may use clip art and/or photos.

The Bullets

The Bullet font for the text is **Normal, 100%**

The first Bullet is a **round dot**

The color is **Blue**

The text is typed in **Upper and Lower Case**

The font is **Arial**

The alignment is **Left**

The color is **Blue with No Shadow**

The font size starts at **32**

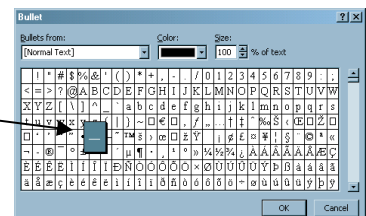
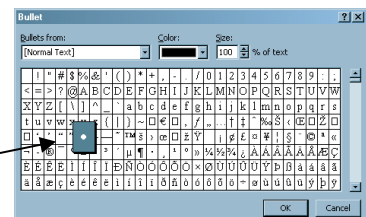
Do not make text smaller than size **20** when possible

The Sub-Bullet text

The Sub-bullet text is the same format as Bullet text, except the font is one increment smaller - **28**

The Sub-Bullets are the same format as Bullets, except you will use a **dash** at the first sub-bullet and a **round dot** at the second sub-bullet, and a **dash** at the third sub-bullet from **(normal text)** under Format on tool bar.

- **First level (font 32)**
 - **Second level (28)**
 - **Third level (24)**
 - **Fourth level (20)**



This is a sample of the alignment of text on a bullet chart.



TITLE

- This is the first level
- Text aligns with bullets
 - The second level
 - The third level
 - Limit to only 3 sub-bullets
- The text at each level should align with the text for the level of bullets

GRAPHIC CHARTS

The title of the chart goes into the top banner

The title is typed in **Uppercase**

The title font is **Times New Roman**

The style is **Bold, Italicized, Shadow**

The size is **44** or the best size for results

The background color is **white**

When adding text and clip art or photos, keep these points in mind:

Do not make text smaller than size **20** when possible

Do not use colors such as light green or yellow

Always use light on dark to make legible when printing in black and white.

Do not use transitions or animations.

USING COLORS

Text and all bullets

Use this blue

